

AMENDED PLEADINGS

The following instructions will guide you through the general requirements of filing and docketing amended pleadings (or events) to the Electronic Case Filing (ECF) system.

Instructions are listed in three sections as follows:

- 1) Amended Voluntary Petition, Schedules, Statements, Lists - **page 1**
- 2) Amended Plan (Chapter 11, 12 and 13) and Amended Disclosure Statement (Chapter 11) - **page 9**
- 3) Amended Motions/Applications, Notices, Objections and Other Pleadings - **page 15.**

Amended Voluntary Petition, Schedules, Statements, Lists

General Requirements of Amended Petition, Lists, Schedules, Statements (Local Bankruptcy Rule 1009-1)

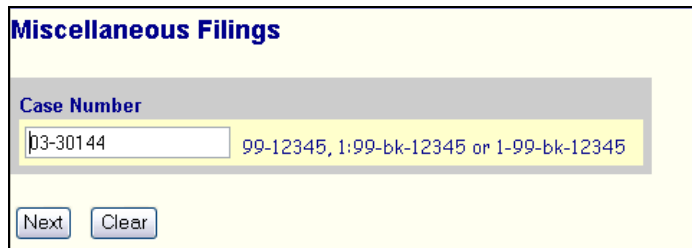
- ◆ Amendments may be filed at any time before the case is closed.
Exceptions:
 - a. Additional creditors may be added in a closed no asset chapter 7 case (*see Certificate and Affidavit for Adding Creditors to Schedules in a Closed Case*).
 - b. Statement of intention must be amended before expiration of 45-day period after filing of statement of intention.
- ◆ Social Security number or tax identification number changes or corrections require the filing of an amended petition and should not be submitted in letter format.
- ◆ Debtor address changes do not require an amendment. (*see Change of Address form*).
- ◆ Creditor address changes do not require an amendment if debtor uses Change of Address form.
- ◆ Pleading must be amended in its entirety; substitution of pages or partial pleading is not appropriate.
- ◆ Amendment coversheet required.
- ◆ Amended petition, list(s), schedule(s), statement(s), must be accompanied by a declaration signed by debtor(s) under penalty of perjury.
- ◆ Notice to Creditor(s) Re: Amendment required if adding additional or deleting creditors.

Docketing and Event Selection

STEP 1 Amended pleading(s) prepared and placed into .pdf format. Amendment Cover Sheet and *if applicable*, Notice to Creditor(s) (Re Amendment) may be contained in .pdf file with amended pleading, or may be separate documents and included as 'attachment to document' during the filing of the amended pleading(s). They may also be docketed as separate entries.

STEP 2 Select **Bankruptcy** from the **Main** menu. From the **Bankruptcy Events** menu, click **Miscellaneous**.

STEP 3 The **Case Number** entry screen appears.



Miscellaneous Filings

Case Number


03-30144 99-12345, 1:99-bk-12345 or 1-99-bk-12345

Next Clear

Enter a valid case number, and click **Next** to continue.

- If the computer prompts that you entered an invalid case number, click **Back** to re-enter.
- Click **Next** to continue.

STEP 4 The **Select the Party** screen appears.



Miscellaneous Filings

03-30144-DOT Ralph Harvey Tilley and Regina W. Tilley Please select the filer.

Select the Party:

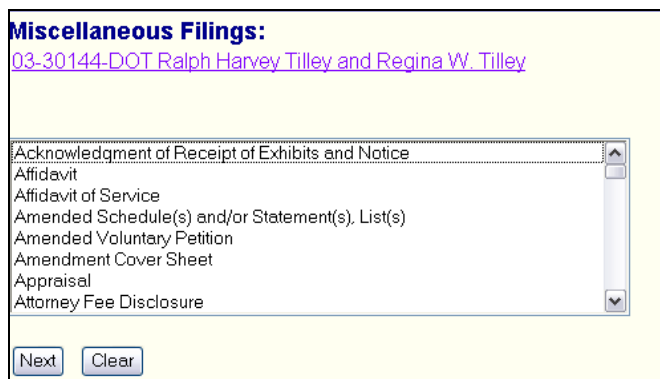
Hymen, Robert E. [Trustee]
Tilley, Ralph Harvey [Debtor]
Tilley, Regina W. [Joint Debtor]

[Add/Create New Party](#)

Next Clear

- Select the party(ies) filing the amendment (i.e. debtor and joint debtor, if any).
- Click **Next** to proceed.

STEP 5 The **Select the Event** screen appears.



Miscellaneous Filings:

03-30144-DOT Ralph Harvey Tilley and Regina W. Tilley

Acknowledgment of Receipt of Exhibits and Notice
Affidavit
Affidavit of Service
Amended Schedule(s) and/or Statement(s), List(s)
Amended Voluntary Petition
Amendment Cover Sheet
Appraisal
Attorney Fee Disclosure

Next Clear

- Select the appropriate event. See **CHART 1** at the end of this section, on Page 8.
- Click **Next** to proceed, or **Clear** to re-select.

STEP 7

The **Select the PDF Document** screen appears.

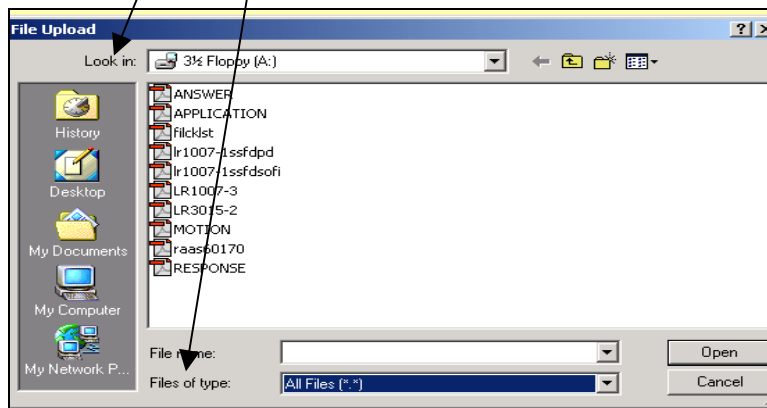
Miscellaneous Filings:
[03-30144-DOT Ralph Harvey Tilley and Regina W. Tilley](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

- Key the complete pathname in the filename box or click **Browse** to select the file.
- In the **File Upload** (or **Choose File**) box:
 - Change **Files of type**: to Acrobat [***.pdf**] or All Files, *if appropriate*.
 - Change **Look in**: to appropriate drive where document is located.
 - Click on filename to be associated with this entry.
 - Click **Open** to include the file in the **Filename** box (or you may double click on the filename and it will include the file in the **Filename** box). (Clicking **Clear** would remove the file from the **Filename** box).



- The **Select the PDF Document** screen re-appears, with the filename included.

Miscellaneous Filings:
[03-30144-DOT Ralph Harvey Tilley and Regina W. Tilley](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

If there are no attachments to document:

- Click **Next** to proceed to **STEP 9**.

If there are attachments to document, e.g. Notice to Creditor(s) (Re Amendment), etc.

- Click the radio button next to *Yes*.
- Click **Next** to proceed to **STEP 8**.

STEP 8

Select one or more attachments screen appears. All additional documents must be attached, one at a time, using this screen.

Miscellaneous Filings:
[03-30144-DOT Ralph Harvey Tilley and Regina W. Tilley](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- As in **Step 7**, key the complete pathname in the filename box or click the **Browse** button to select the file.
- Also as in **Step 7**, in the **File Upload** (or **Choose File**) box:
 - Change **Files of type** to: Acrobat (*.pdf) or All Files, *if appropriate*
 - Change **Look in:** to appropriate drive where document is located.
 - Click on filename to be associated with the entry.
 - Click **Open** to include the file in the **Filename** box (or you may double click on the filename and it will include the file in the **Filename** box).
- To include a description of the attachment:
 - Click on the down arrow next to **Type** and click the type of attachment, or
 - Click in the **Description** box and key the description of the attachment
- Click **Add to List**.

- (NOTE: If you select the wrong document, you can highlight it and click “Remove from List”)
- Continue the above steps until all attachments have been added, then
- Click **Next** to proceed.

STEP 9

If amending any of the following pleadings continue with **STEP 9**; otherwise, proceed to **STEP 10**:

- Amended Exhibit A (to voluntary petition)
- Amended Attorney Fee Disclosure
- Amended Declaration of Divisional Venue

The **Refer to existing event(s)?** screen appears.

Miscellaneous Filings:
[03-30144-DOT Ralph Harvey Tilley and Regina W. Tilley](#)

☐ **Refer to existing event(s)?**

- If the original event was docketed as part of the voluntary petition, leave the box unchecked, click **Next** and proceed to **STEP 10**.
- If the original event was docketed separately from the voluntary petition, check the box and click **Next** to proceed with this step.

(Note: when docketing the **Exhibit A to Voluntary Petition**, you must relate to an event in the miscellaneous category to proceed. You will not, however, be presented with the **Select the category to which your event relates** screen; you will be presented only with the **Select the appropriate event(s) to which your event relates** screen.)

The **Select the category to which your event relates** screen appears.

Miscellaneous Filings:
[03-30144-DOT Ralph Harvey Tilley and Regina W. Tilley](#)

Select the category to which your event relates.

answer
 appeal
 claims
 cmp
 court
 misc
 motion
 notice
 order
 plan

Filed **to**

- Scroll to view types of existing categories.

- Click to select appropriate category of document(s) to which the motion/application relates.
- To specify more than one category, select the first category, then press <Ctrl> and click additional categories.
- To further limit search, you may select a filed date range.
- Click **Next** and the **Select the appropriate event(s) to which your event relates** screen appears.

Miscellaneous Filings:
[03-30144-DOT Ralph Harvey Tilley and Regina W. Tilley](#)

Select the appropriate event(s) to which your event relates:

☐ 08/07/2003 [1](#) Voluntary Petition Under Chapter 13 Filed by Sandra Heagle of Marshall & Heagle LTD on behalf of Ralph Harvey Tilley, Regina W. Tilley. (Heagle, Sandra)

☐ 09/02/2003 [8](#) Amended Voluntary Petition filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Ralph Harvey Tilley, Regina W. Tilley. (Attachments: # (1) Amendment Cover Sheet)(Lowe, Debra)

☒ 09/02/2003 [9](#) Attorney Fee Disclosure filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Ralph Harvey Tilley, Regina W. Tilley. (Lowe, Debra)

- Check the box to select the document to which you are relating. Click **Next**, to proceed. Clicking **Clear** would un-check the box and allow you to re-check.

STEP 10 **Docket Text: Modify as Appropriate** screen appears.

Miscellaneous Filings:
[03-30144-DOT Ralph Harvey Tilley and Regina W. Tilley](#)

Docket Text: Modify as Appropriate.

Amended Voluntary Petition filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Ralph Harvey Tilley , Regina W. Tilley . (Attachments: # (1) Amendment Cover Sheet)(Lowe, Debra)

To add additional text :

- Click in the box after the event description.
- Type in any additional descriptive text that further supports the entry.
- Click on **Next** to continue.
- **Note:** If Amendment Cover Sheet and if applicable, Notice to Creditor(s)(Re Amendment) are included in the same .pdf file as the amended pleading(s), add additional text to reflect “*Amendment Cover Sheet*” and, if applicable “*Notice to Creditor(s)(Re Amendment)*”.

To add a prefix to docket text, in those events with the prefix box:

- Click on the arrow to left of the event description.
- Select correct modifier.

STEP 11 **Docket Text:** Final Text screen appears.

Miscellaneous Filings:
[03-30144-DOT Ralph Harvey Tilley and Regina W. Tilley](#)

Docket Text: Final Text
Amended Voluntary Petition filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Ralph Harvey Tilley, Regina W. Tilley. (Attachments: # (1) Amendment Cover Sheet)(Lowe, Debra)

WARNING!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- Verify docket entry as it appears on screen.
- If correct, click on **Next** to submit filing to court.
- If docket entry is incorrect, press **Back** to make corrections, or start over by clicking the **Bankruptcy** link on the main menu bar.
- **Note:** Any text added in the additional text field(s), will appear in italics on the docket.

STEP 12 **Receipt of Filing**

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.

Miscellaneous Filings:
[03-30144-DOT Ralph Harvey Tilley and Regina W. Tilley](#)

U.S. Bankruptcy Court TRAIN
Eastern District of Virginia - TRAIN

Notice of Electronic Filing

The following transaction was received from Lowe, Debra H. entered on 9/2/2003 at 1:15 PM EDT and filed on 9/2/2003

Case Name: Ralph Harvey Tilley and Regina W. Tilley
Case Number: [03-30144-bOT](#)
Document Number: [8](#)

Docket Text:
Amended Voluntary Petition filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Ralph Harvey Tilley, Regina W. Tilley. (Attachments: # (1) Amendment Cover Sheet)(Lowe, Debra)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: N:\ecf\TrainDocs\petition.pdf

The **Notice of Electronic Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

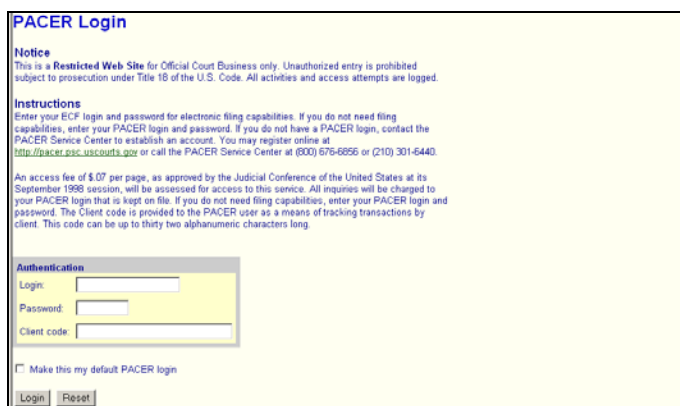
- Who filed the document:
- Date and Time:
- Case Name:
- Case Number:
- Document Number:
- Original filename (*pdf*):
- Electronic document Stamp:

Print receipt

- Click on **File** at top of Netscape screen and select **Print (or Print Frame), or**
- Click on the Printer Icon at the top of the page.

[Note: It is strongly recommended that copies of receipts be maintained for your records]

If you attempt to access the docket or the document through the links provided on the Notice of Electronic Filing, the following screen will appear, requiring you to log in using your PACER login and password.

The image shows the PACER Login web page. At the top, it says "PACER Login" in blue. Below that is a "Notice" section stating it's a Restricted Web Site for Official Court Business only. Then, an "Instructions" section explains how to use ECF login and password for electronic filing capabilities, and provides a link to the PACER Service Center website. Below the instructions is an "Authentication" section with three input fields: "Login:", "Password:", and "Client code:". At the bottom of the authentication section, there is a checkbox labeled "Make this my default PACER login" and two buttons: "Login" and "Reset".

STEP 13

If Amended Schedule(s), Statement(s) and/or List(s) filed, and additional creditors are added, the additional creditors must be added to the database through **Creditor Maintenance**, either through **Enter individual creditors** or through **Upload a creditor matrix file**. Please refer to the **Creditor Matrix** manual for instruction on uploading creditors.

CHART 1 Events for Amended Petition, Schedules, Statements, Lists

Amended Pleading being filed	Category Hypertext Link	Event Selection	Utility/Function
Amended Voluntary Petition/Exhibit A or B (Official Form 1)	Miscellaneous	Amended Voluntary Petition	Use text box to add additional descriptive text, if needed (ex.: <i>to correct social security number of joint debtor.</i>)
Amended Exhibit A to voluntary petition	Miscellaneous	Exhibit A to Voluntary Petition	Use prefix box to select Amended .
Amended Schedules, Amended Statement of Financial Affairs, and/or Amended Statement of Intention	Miscellaneous	Amended Schedule(s) and/or Statement(s), lists	Use text box to add additional description, i.e., <i>and Summary or and Notice to creditors re: amendment, etc.</i>

Amended Pleading being filed	Category Hypertext Link	Event Selection	Utility/Function
Amended Attorney Fee Disclosure	Miscellaneous	Attorney Fee Disclosure	Use prefix box to select Amended .
Amended Declaration of Divisional Venue	Miscellaneous	Declaration of Divisional Venue	Use prefix box to select Amended .
Amended List of Creditors Holding 20 Largest Unsecured Claims	Miscellaneous	List of Creditors Holding 20 Largest Unsecured Claims	Use prefix box to select Amended .
Amended List of Equity Security Holders	Miscellaneous	List of Equity Security Holders (Filed)	Use prefix box to select Amended .

Amended Plan (Chapters 11, 12 and 13) and Amended Disclosure Statement (Chapter 11) Entries

Docketing and Event Selection

STEP 1 Select **Bankruptcy** from the **Main** menu. From the **Bankruptcy Events** menu, click **Plan**.

STEP 2 The **Case Number** entry screen appears.

File a Plan or Plan Related Document

Case Number

03-70085 99-12345, 1:99-bk-12345 or 1-99-bk-12345

Next Clear

Enter a valid case number, and click **Next** to continue or **Clear** to re-enter.

- If the computer prompts that you entered an invalid case number, click **Back** to re-enter.
- Click **Next** to continue.

STEP 3 The **Select the Filer** screen appears.

File a Plan or Plan Related Document

[03-70085 Joseph W. Farmington Please select the filer.](#)

Select the Party:

Farmington, Joseph W. Jr. (Debtor) [Add/Create New Party](#)

Next Clear

- Select the party(ies) filing the amendment.
- Click **Next** to proceed or **Clear** to re-select.

STEP 4 The **Select the Event** screen appears.

File a Plan or Plan Related Document:

[03-70085 Joseph W. Farmington](#)

Acceptance of Plan
Amended Chapter 11 Plan
Amended Chapter 12 Plan Filed
Amended Chapter 13 Plan and Related Motions and Notice
Amended Disclosure Statement
Chapter 11 Plan
Chapter 12 Plan Filed
Chapter 13 Plan and Related Motions and Notice

Next Clear

- Select the appropriate amended event. See **CHART 2** at the end of this section, on Page 15.
- Click **Next** to proceed or **Clear** to re-select.

STEP 5 The **Select the PDF Document** screen appears.

File a Plan or Plan Related Document:

[03-70085 Joseph W. Farmington](#)

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

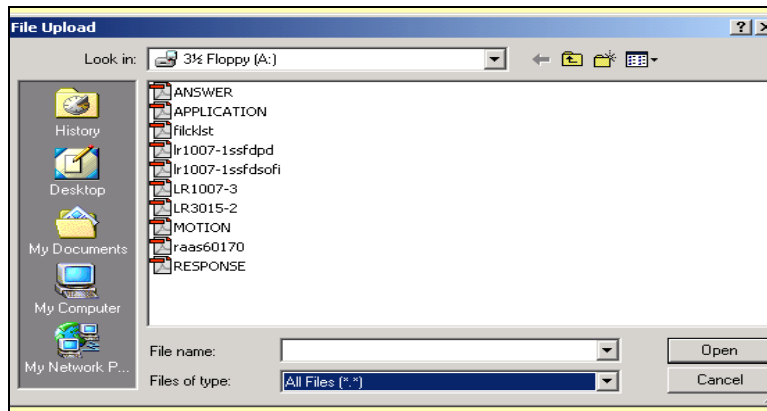
Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

- Key the complete pathname in the filename box or click **Browse** to select the file.
- In the **File Upload** (or **Choose File**) box:
 - Change **Files of type:** to Acrobat [*.pdf] or All Files, *if appropriate*.
 - Change **Look in:** to appropriate drive where document is located.
 - Click on filename to be associated with this entry.

- Click **Open** to include the file in the **Filename** box (or you may double click on the filename and it will include the file in the **Filename** box). (Clicking **Clear** would remove the file from the **Filename** box.



- The **Select the PDF Document** screen re-appears, with the filename included.

File a Plan or Plan Related Document:
[03-70085 Joseph W. Farmington](#)

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
 N:\ecf\TrainDocs\amdch13plan.pdf

Attachments to Document: ☒ No ☐ Yes

If there are no attachments to document:

- Click **Next** to proceed to **STEP 7**.

If there are attachments to document

- Click the radio button next to *Yes*.
- Click **Next** to proceed to **STEP 6**.

STEP 6

Select one or more attachments screen appears. All additional documents must be attached, one at a time, using this screen.

File a Plan or Plan Related Document:
03-70085 Joseph W. Farmington

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Select a document type and/or enter a description.

Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

N:\ed\TrainDoc\exhibit.pdf

- As in **Step 5**, key the complete pathname in the filename box or click the **Browse** button to select the file.
- Also as in **Step 5**, in the **File Upload** (or **Choose File**) box:
 - Change **Files of type** to: Acrobat [*.pdf] or All Files, *if appropriate*
 - Change **Look in**: to appropriate drive where document is located.
 - Click on filename to be associated with the entry.
 - Click **Open** to include the file in the **Filename** box (or you may double click on the filename and it will include the file in the **Filename** box).
- To include a description of the attachment:
 - Click on the down arrow next to **Type** and click the type of attachment, or
 - Click in the **Description** box and key the description of the attachment
- Click **Add to List**.
 - (NOTE: If you select the wrong document, you can highlight it and click "Remove from List")
- Continue the above steps until all attachments have been added, then
- Click **Next** to proceed.

STEP 7

Relating of amended plan events and the amended disclosure statement are **mandatory, with specific events pre-selected**. The **Select the appropriate event(s) to which your event relates** screen appears.

File a Plan or Plan Related Document:
03-70085 Joseph W. Farmington

Select the appropriate event(s) to which your event relates:

☒ 09/03/2003 2 Chapter 13 Plan and Related Motions and Notice filed by Pat Woodhouse of For Use As Attorney on behalf of Joseph W. Farmington Jr.. (Lowe, Debra)

- The plan or disclosure statement will be checked, unless there has been a previous amendment. If so, you must check the appropriate event for relating.

- Click **Next** to continue, or **Clear** to re-select.

STEP 8 The **Docket Text: Modify as Appropriate** screen appears.

To add a prefix to docket text of event:

- Click on the arrow to left of the event description.
- Select correct modifier.

To add additional text :

- Click in the box behind the event description.
- Type in any additional descriptive text that further supports the entry.
- Click on **Next** to continue or **Clear**, to remove any prefix or text added.

STEP 9 The **Docket Text: Final Text** screen appears.

- Verify docket entry as it appears on screen.
- If correct, click on **Next** to submit filing to court.
- If docket entry is incorrect, press **Back** to make corrections, or start over by clicking the **Bankruptcy** link on the main menu bar.
- **Note:** Any text added in the additional text field(s), will appear in italics on the docket.

STEP 10 **Receipt of Filing**

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.

File a Plan or Plan Related Document:
[03-70085 Joseph W. Farmington](#)

U.S. Bankruptcy Court TRAIN
Eastern District of Virginia - TRAIN

Notice of Electronic Filing

The following transaction was received from Lowe, Debra H. entered on 9/4/2003 at 1:16 PM EDT and filed on 9/4/2003

Case Name: Joseph W. Farmington
Case Number: [03-70085](#)
Document Number: [3](#)

Docket Text:
 Amended Chapter 13 Plan and Related Motions and Notice (Re: related document(s)[2] Chapter 13 Plan and Related Motions and Notice Filed filed by Joseph W. Farmington) filed by Debra H. Lowe of Dewey, Cheatham & Howe on behalf of Joseph W. Farmington Jr., (Attachments: # (1) Schedules I and J)(Lowe, Debra)

The following document(s) are associated with this transaction:

Document description: Main Document

The **Notice of Electronic Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- Who filed the document:
- Date and Time:
- Case Name:
- Case Number:
- Document Number:
- Original filename (*pdf*):
- Electronic document Stamp:

Print receipt

- Click on **File** at top of Netscape screen and select **Print (or Print Frame), or**
- Click on the Printer Icon at the top of the page.

[Note: It is strongly recommended that copies of receipts be maintained for your records]

If you attempt to access the docket or the document through the links provided on the Notice of Electronic Filing, the following screen will appear, requiring you to log in using your PACER login and password.

PACER Login

Notice
 This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
 Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6866 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1996 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:
 Password:
 Client code:

☐ Make this my default PACER login

CHART 2 Events for Amended Plans and Disclosure Statement

Amended Pleading being filed	Category Hypertext Link	Event Selection	Utility/Function
Amended Chapter 13 plan and related motions and notice	Plan	Amended Chapter 13 plan and Related Motions and Notice	Mandatory relation of amended plan to previously filed plan. Use prefix box and/or text box, if applicable.
Amended Chapter 12 Plan	Plan	Amended Chapter 12 Plan Filed	Mandatory relation of amended plan to previously filed plan. Use prefix box and/or text box, if applicable.
Amended Chapter 11 Plan	Plan	Amended Chapter 11 Plan	Mandatory relation of amended plan to previously filed plan. Use prefix box and/or text box, if applicable.
Amended Disclosure Statement	Plan	Amended Disclosure Statement	Mandatory relation of amended disclosure statement to previously filed disclosure statement. Use prefix box and/or text box, if applicable.

Amended Motions/Applications, Notices, Objections and Other Pleadings

General Requirements of Amended Applications/Motions, Notices, and Other Pleadings

- ◆ Amendments may be filed at any time before the case is closed
Exceptions:
 - Additional creditors may be added in a closed no asset chapter 7 case (see Certificate and Affidavit for Adding Creditors to Schedules in a Closed Case)
- ◆ Pleading must be amended in its entirety. Substituted pages or partial pleadings are not acceptable.

Docketing and Event Selection

STEP 1 Amended pleading prepared and placed in pdf format.

STEP 2 Docket amended pleading by selecting appropriate category hypertext link and appropriate event code from pick list. See **CHART 3**, at the end of this section, Page 25, for specific amended events including, but not limited to, all events for which a filing fee is required.

STEP 3 Select either **Bankruptcy** or **Adversary** from the **Main** menu. From the **Bankruptcy** or **Adversary Events** menu, click the appropriate category for filing (i.e. **Motions/Applications** for an amended motion, **Answer/Response** for amended objection, etc.)

STEP 4 The **Select the Party** screen appears.



The screenshot shows a web interface titled "File a Motion/Application". Below the title, it displays the case identifier "03-70068-DHA Lion King" and the instruction "Please select the filer." Under the heading "Select the Party:", there is a list box containing the following options: "Bradley, Trustee [Trustee]", "Creditor, [Creditor]", "King, Lion [Debtor]", "Purina One, [Creditor]", and "U. S. Trustee, [U.S. Trustee]". To the right of the list box is a link labeled "Add/Create New Party". At the bottom of the screen are two buttons: "Next" and "Clear".

- Select the party(ies) filing the amended pleading.
- Click **Next** to proceed or **Clear** to re-select.

STEP 5 The **Select the Event** screen appears.



The screenshot shows the same web interface as in Step 4. Below the case identifier and instruction, there is a list box containing the following options: "Motion for Joinder", "Motion for Joint Administration", "Motion for More Definite Statement", "Motion for Preliminary Injunction", "Motion for Protective Order", "Motion for Reargument FRCP 59", "Motion for Release of Funds Held Under Garnishment", and "Motion for Relief from Co-Debtor Stay". The option "Motion for Release of Funds Held Under Garnishment" is currently selected. At the bottom of the screen are two buttons: "Next" and "Clear".

- Select the appropriate event.
- Click **Next** to proceed, or **Clear** to re-select.

STEP 6 The **Select the PDF Document** screen appears.

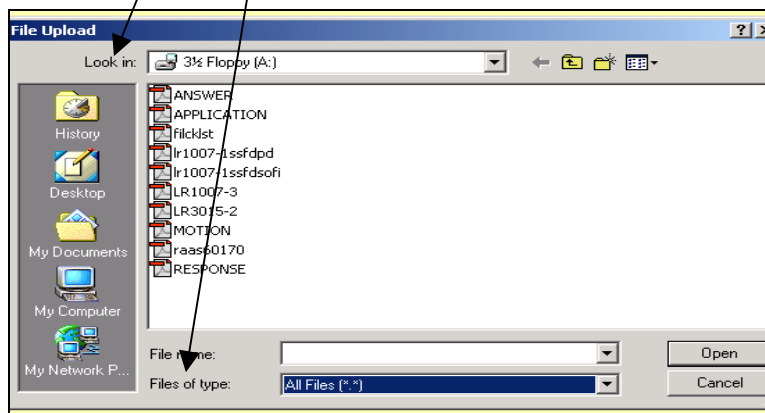
File a Motion/Application:
[03-70068-DHA Lion King](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

- Key the complete pathname in the filename box or click **Browse** to select the file.
- In the **File Upload** (or **Choose File**) box:
 - Change **Files of type:** to Acrobat [*.pdf] or All Files, *if appropriate*.
 - Change **Look in:** to appropriate drive where document is located.
 - Click on filename to be associated with this entry.
 - Click **Open** to include the file in the **Filename** box (or you may double click on the filename and it will include the file in the **Filename** box). (Clicking **Clear** would remove the file from the **Filename** box.



- The **Select the PDF Document** screen re-appears, with the filename included.

File a Motion/Application:
[03-70068-DHA Lion King](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

N:\ect\TrainDocs\motion.pdf

Attachments to Document: ☒ No ☐ Yes

If there are no attachments to document:

- Click **Next** to proceed to **STEP 8**.

If there are attachments to document, e.g. exhibit, etc.

- Click the radio button next to *Yes*.
- Click **Next** to proceed to **STEP 7**.

STEP 7

Select one or more attachments screen appears. All additional documents must be attached, one at a time, using this screen.

The screenshot shows a web form titled "File a Motion/Application:" with a sub-header "03.70068-DHA Lion King". The form is divided into sections for adding attachments. The first section, "Select one or more attachments.", contains instructions and a "Filename" input field with a "Browse..." button. The second section, "2) Select a document type and/or enter a description.", has a "Type" dropdown menu (currently showing "Exhibit(s)") and a "Description" text box. The third section, "3) Add the filename to the list box below.", includes a list box and "Add to List" and "Remove from List" buttons. A "Next" button is at the bottom left.

- As in **Step 6**, key the complete pathname in the filename box or click the **Browse** button to select the file.
- Also as in **Step 6**, in the **File Upload** (or **Choose File**) box:
 - Change **Files of type** to: Acrobat [*.pdf] or All Files, *if appropriate*
 - Change **Look in:** to appropriate drive where document is located.
 - Click on filename to be associated with the entry.
 - Click **Open** to include the file in the **Filename** box (or you may double click on the filename and it will include the file in the **Filename** box).
- To include a description of the attachment:
 - Click on the down arrow next to **Type** and click the type of attachment, or
 - Click in the **Description** box and key the description of the attachment
- Click **Add to List**.
 - (NOTE: If you select the wrong document, you can highlight it and click "Remove from List")
- Continue the above steps until all attachments have been added, then
- Click **Next** to proceed.

STEP 8

It depends upon the specific amendment being docketed as to the relating functionality of the event. There are three types of relating functionality: 1) optional, 2) mandatory, with selection of a category of documents to

which the motion relates and 3) mandatory, with specific event(s) pre-selected.

- If relating is **optional**, the **Refer to existing event(s)?** screen appears.

File a Motion/Application:
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☐ **Refer to existing event(s)?**

Next Clear

- Check the box, click **Next** and the **Select the category to which your event relates** screen appears.

File a Motion/Application:
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Select the category to which your event relates.

answer
appeal
claims
cmp
court
misc
motion
notice
order
plan

Filed **to**

Documents **to**

Next Clear

- Scroll to view types of existing categories.
- Click to select appropriate category of document(s) to which the motion/application relates.
- To specify more than one category, select the first category, then press **<Ctrl>** and click additional categories.
- To further limit search, you may select a filed date range or a document number range.
- Click **Next** and the **Select the appropriate event(s) to which your event relates** screen appears.

- Check the box to select the document to which you are relating. Click **Next** to proceed. Clicking **Clear** would un-check the box and allow you to re-check.
- If relating is **mandatory, with selection of a category of documents to which the motion relates**, the **Refer to existing event(s)?** screen will not appear after the attachment of your .pdf document. The **Select the category to which your event relates** appears.

- Scroll to view types of existing categories.
- Click to select appropriate category of document(s) to which the motion/application relates.
- To specify more than one category, select the first category, then press **<Ctrl>** and click additional categories.
- To further limit search, you may select a filed date range or a document number range.
- Click **Next** and the **Select the appropriate event(s) to which your event relates** screen appears.

File a Motion/Application:

03-70068-DHA Lion King

Select the appropriate event(s) to which your event relates:

- ☐ 07/22/2003 [9](#) Motion to Vacate Order Dismissing Case (Related Document(s)[\[8\]](#) Local Bankruptcy Rule Order Dismissing Case) filed by Train Attorney on behalf of Lion King. (Attorney, Train) *(Terminated)*
- ☐ 07/25/2003 [20](#) Trustee Final Report and Account Prepared by the Chapter 7 Trustee and Reviewed by the United States Trustee; and, if applicable, applications for compensation Filed by Trustee Bradley on behalf of Trustee Bradley (Bradley, Trustee)
- ☐ 07/31/2003 [24](#) Motion for Relief from Stay Re: 200 Sahara Lane filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Creditor. (Lowe, Debra)
- ☐ 07/31/2003 [25](#) Motion to Dismiss Case filed by Debra H. Lowe of Dewey, Cheetham

- Check the box to select the document to which you are relating. Click **Next**, to proceed. Clicking **Clear** would un-check the box and allow you to re-check.
- If relating is **mandatory, with specific events pre-selected**, neither the **Refer to existing event(s)?**, nor the **Select the category to which your event relates** screen will appear. The **Select the appropriate event(s) to which your event relates** screen appears.

File a Notice:

03-70068-DHA Lion King

Select the appropriate event(s) to which your event relates:

- ☐ 07/22/2003 [9](#) Motion to Vacate Order Dismissing Case (Related Document(s)[\[8\]](#) Local Bankruptcy Rule Order Dismissing Case) filed by Train Attorney on behalf of Lion King. (Attorney, Train) *(Terminated)*
- ☐ 07/22/2003 [12](#) Notice of Hearing (Re: related document(s)[\[9\]](#) Motion to Vacate Order Dismissing Case filed by Lion King) filed by Train Attorney on behalf of Lion King. Hearing scheduled 8/27/2003 at 10:00 AM at Judge Adams' Courtroom, 600 Granby Street, 4th Floor, Courtroom Two, Norfolk, Virginia. (Attorney, Train)
- ☐ 07/25/2003 [20](#) Trustee Final Report and Account Prepared by the Chapter 7 Trustee and Reviewed by the United States Trustee; and, if applicable, applications for compensation Filed by Trustee Bradley on behalf of Trustee Bradley (Bradley, Trustee)
- ☐ 07/31/2003 [24](#) Motion for Relief from Stay Re: 200 Sahara Lane filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Creditor. (Lowe, Debra)

- Check the box to select the document to which you are relating.
- Click **Next** to proceed. Clicking **Clear** would un-check the box and allow you to re-check.

STEP 9

If the amended pleading which you are docketing allows the setting of a hearing, the **Hearing Information** screen appears. If a hearing will not be set, proceed to **STEP 11**.

File a Notice:
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Enter hearing information ONLY IF it has changed from the previously scheduled hearing, then terminate the previously scheduled hearing on the next screen.

Hearing Information:

To be scheduled on the docket, you must enter below information.
 You may need to obtain prior approval from the Courtroom Deputy.

Hearing Date: Hearing Time: ☐ AM ☐ PM

Location:

- ♦ If amendment corrects hearing date/time/location, enter using correct hearing date/time/location. Click **Next** to proceed to **STEP 10**.
- ♦ If amendment is to correct something other than a hearing date/time/location, DO NOT enter date/time/location. Click **Next** to proceed to **STEP 11**.

STEP 10

Amendments to correct hearing date/time/location allow for the termination of the previously scheduled hearing. The **Terminate Deadlines** screen appears.

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All deadlines with a check mark will be terminated. It is not necessary to remove the date if a deadline will not be terminated.

Terminate Date:

Filing Date	#	Docket Text
03-70068-DHA		
07/22/2003	12	Notice of Hearing (Re: related document(s)[9] Motion to Vacate Order Dismissing Case filed by Lion King) filed by Train Attorney on behalf of Lion King. Hearing scheduled 8/27/2003 at 10:00 AM at Judge Adams' Courtroom, 600 Granby Street, 4th Floor, Courtroom Two, Norfolk, Virginia. (Attorney, Train)
	<input type="checkbox"/>	Hearing 08/27/2003 Date terminated <input type="text" value="9/4/2003"/>
07/31/2003	27	Notice of Hearing (Re: related document(s)[25] Motion to Dismiss Case filed by Creditor) filed by Debra H. Lowe of Dewey, Cheatham & Howe on behalf of Creditor. Hearing scheduled 8/27/2003 at 11:00 AM at Judge Adams' Courtroom, 600 Granby Street, 4th Floor, Courtroom Two, Norfolk, Virginia.

- Check the appropriate deadline/hearing to terminate.
- Click **Next** to proceed.

STEP 11 The **Docket Text: Modify as Appropriate** screen appears.

File a Notice:
[03-70068-DHA Lion King](#)

Docket Text: Modify as Appropriate.

(Re: related document(s)[9]
Motion to Vacate Order Dismissing Case filed by Lion King, [12] Notice of Hearing, filed by Lion King) filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Lion King . Hearing scheduled 9/22/2003 at 09:00 AM at Judge Adams' Courtroom, 600 Granby Street, 4th Floor, Courtroom Two, Norfolk, Virginia. (Lowe, Debra)

Prefix Box **Text Box**

- Use Prefix box to select either “Amended” or an additional modifier, depending upon the event selected.
- Use Text box to add any additional text to further describe the amended pleading (i.e. “*and Notice of Motion*”, “*amended to correct caption*”, “*amended to include...*”, etc.).

STEP 12 The **Docket Text: Final Text** screen appears.

File a Notice:
[03-70068-DHA Lion King](#)

Docket Text: Final Text

Amended Notice of Hearing (Re: related document(s)[9] Motion to Vacate Order Dismissing Case filed by Lion King, [12] Notice of Hearing, filed by Lion King) filed by Debra H. Lowe of Dewey, Cheetham & Howe on behalf of Lion King. Hearing scheduled 9/22/2003 at 09:00 AM at Judge Adams' Courtroom, 600 Granby Street, 4th Floor, Courtroom Two, Norfolk, Virginia. (Lowe, Debra)

WARNING!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- Verify docket entry as it appears on screen.
- If correct, click on **Next** to submit filing to court.
- If docket entry is incorrect, press **Back** to make corrections, or start over by clicking the appropriate link on the main menu bar.
- **Note:** Any text added in the additional text field(s), will appear in italics on the docket.

STEP 13 **Receipt of Filing**

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.

File a Notice:
[03-70068-DHA Lion King](#)

U.S. Bankruptcy Court TRAIN
Eastern District of Virginia - TRAIN

Notice of Electronic Filing

The following transaction was received from Lowe, Debra H. entered on 9/4/2003 at 5:59 PM EDT and filed on 9/4/2003

Case Name: Lion King
Case Number: [03-70068-DHA](#)
Document Number: [54](#)

Docket Text:
 Amended Notice of Hearing (Re: related document(s)[9] Motion to Vacate Order Dismissing Case filed by Lion King, [12] Notice of Hearing, filed by Lion King) filed by Debra H. Lowe of Dewey, Cheatham & Howe on behalf of Lion King. Hearing scheduled 9/22/2003 at 09:00 AM at Judge Adams' Courtroom, 600 Granby Street, 4th Floor, Courtroom Two, Norfolk, Virginia. (Lowe, Debra)

The following document(s) are associated with this transaction:

Document description: Main Document

The **Notice of Electronic Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- Who filed the document:
- Date and Time:
- Case Name:
- Case Number:
- Document Number:
- Original filename (*pdf*):
- Electronic document Stamp:

Print receipt

- Click on **File** at top of Netscape screen and select **Print (or Print Frame), or**
- Click on the Printer Icon at the top of the page.

[Note: It is strongly recommended that copies of receipts be maintained for your records]

If you attempt to access the docket or the document through the links provided on the Notice of Electronic Filing, the following screen will appear, requiring you to log in using your PACER login and password.

PACER Login

Notice
 This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
 Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6895 or (210) 301-6440.

An access fee of \$07 per page, as approved by the Judicial Conference of the United States at its September 1996 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:
 Password:
 Client code:

☐ Make this my default PACER login

CHART 3 Specific Amended Events

Amended Pleading being filed	Category Hypertext Link	Event Selection	Utility/Function
Amended Notice of Appeal	Appeal	Amended Notice of Appeal	Mandatory relation to order and appeal categories. Use prefix and text boxes, if needed.
Amended Notice of Cross-Appeal	Appeal	Amended Notice of Cross-Appeal	Optional relation, selecting from category. Use prefix and text boxes, if needed.
Amended Motion for Relief from Stay	Motion	Amended Motion for Relief from Stay	Mandatory relation to previously filed motion. Use prefix and text boxes, if needed.
Amended Motion for Relief from Stay and Relief from Co-Debtor Stay	Motion	Amended Motion for Relief from Stay and Relief from Co-Debtor Stay	Mandatory relation to previously filed motion. Use prefix and text boxes, if needed.
Amended Motion for Withdrawal of Reference	Motion	Amended Motion for Withdrawal of Reference	Mandatory relation to previously filed motion. Use prefix and text boxes, if needed.
Amended Motion to Compel Abandonment of Property	Motion	Amended Motion to Compel Abandonment of Property	Mandatory relation to previously filed motion. Use prefix and text boxes, if needed.
Amended Motion to Convert Case to Chapter 7	Motion	Amended Motion to Convert Case to Chapter 7	Mandatory relation to previously filed motion. Use prefix and text boxes, if needed.
Amended Motion to Reopen Case	Motion	Amended Motion to Reopen Case	Mandatory relation to previously filed motion. Use prefix and text boxes, if needed.
Amended Notice of Voluntary Conversion from Chapter 12 to Chapter 7	Notice	Amended Notice of Voluntary Conversion from Chapter 12 to Chapter 7	Mandatory relation to previously filed notice. Use prefix and text boxes, if needed.
Amended Notice of Voluntary Conversion from Chapter 13 to Chapter 7	Notice	Amended Notice of Voluntary Conversion from Chapter 13 to Chapter 7	Mandatory relation to previously filed notice. Use prefix and text boxes, if needed.

Amended Pleading being filed	Category Hypertext Link	Event Selection	Utility/Function
Amended Notice of Voluntary Conversion of Joint Debtor	Notice	Amended Notice of Voluntary Conversion of Joint Debtor	Mandatory relation to previously filed notice. Use prefix and text boxes, if needed.
Amended Notice of Hearing	Notice	Amended Notice of Hearing	Mandatory relation to previously filed notice. Use prefix and text boxes, if needed.
Amended Answer	Answer/Response, Other Answers	Amended Answer	Mandatory relation to previously filed answer. Use text box, if needed.
Amended Complaint	Amended Complaint, 3 rd , Cross, Counter	Amended Complaint	Mandatory relation to previously filed complaint. Use prefix and text boxes, if needed.
Amended Counterclaim	Amended Complaint, 3 rd , Cross, Counter	Amended Counterclaim	Mandatory relation to previously filed counterclaim. Use prefix and text boxes, if needed.